DOCUMENT RESUME

ED 341 402 IR 053 904

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TITLE Preliminary Analysis of the Massachusetts Preservation Needs Assessment Survey.
INSTITUTION Massachusetts Board of Library Commissioners, Boston.
PUB DATE Nov 90
NOTE 56p.
PUB TYPE Reports - Evaluative/Feasibility (142)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Academic Libraries; *Archives; Emergency Programs; Humidity; *Library Collections; Library Facilities; Library Surveys; Microforms; Museums; *Needs Assessment; *Preservation; Public Libraries; Questionnaires; Repair; Special Libraries; State Surveys
IDENTIFIERS *Massachusetts

ABSTRACT

As a result of a lack of information about the preservation of library and archives materials in Massachusetts libraries and records repositories, a survey was conducted to determine the preservation needs of public, academic and special libraries (including museums), manuscript repositories, historical societies and town clerks' offices. The questionnaire was mailed in January 1990 to 1,102 institutions, of which 958 returned completed surveys (87%). This report presents a description of the survey instrument and provides an analysis of the survey results in eight categories of information: (1) facility information; (2) environmental controls; (3) fire protection; (4) preservation issues; (5) library binding (non-rare books); (6) special collections/local history collections/archives; (7) disaster preparedness; and (8) institutional data. Concluding the report are eight tables that display the survey data by type of library. (MAB)

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ED341402

PRELIMINARY ANALYSIS OF THE MASSACHUSETTS PRESERVATION NEEDS ASSESSMENT SURVEY

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November 1990

IR053904

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PRELIMINARY ANALYSIS OF THE MASSACHUSETTS PRESERVATION NEEDS ASSESSMENT

INTRODUCTION

The preservation of library and archives materials in the libraries and records repositories in Massachusetts has received only passing attention in the past. To obtain an indication of the extent of the preservation needs of these materials, the Massachusetts Board of Library Commissioners conducted a preservation needs assessment survey of the Commonwealth's libraries and records repositories in January 1990.

Work began on devising the survey instrument in the spring of 1989 using the "Total Design Method" (TDM) developed by Don Dillman as a model for the instrument preparation and mailing procedure. Dillman's procedures call for an initial mailing of the survey instrument to be followed with a post card reminder a week later, a second mailing of the survey to non-respondents after another two weeks and a final mailing to non-respondents four weeks after the third one.

SURVEY INSTRUMENT

In August 1989, a field test version of the survey was mailed to fifty institutions in the other five New England states which represented the institutional mix anticipated for the Massachusetts mailing. The recipients were asked to complete the survey and to append any comments about the questions which they felt would clarify the final document. The response was overwhelming. Forty-seven of the fifty recipients (94%) completed the questionnaire and commented liberally on the contents. The comments and the questions were then analyzed and incorporated into the final version of the survey with an eye to removing any ambiguities that might have existed in the original version.

The final version of the survey was devised in the fall of 1989, and databases of public, special and academic libraries, historical societies, manuscript repositories and town clerks were generated for the survey mailing. Each survey was assigned a unique number to permit us to track those surveys which had been completed and returned. In this manner we could hopefully send reminders only to those institutions which had not returned a completed survey.

On January 17, 1990, the survey was mailed to 1102 institutions comprising public, academic and special libraries (including museums), manuscript repositories, historical societies and town clerks' offices. The results bore out Dillman's claim that a "response rate of nearly 75% can be attained consistently in mail surveys of the general public and that even higher response rates are probable in surveys of more specialized populations."(1) 958 institutions returned completed surveys for an 87% return rate. This response included 371 public libraries, 125 academic li-

braries, 53 special libraries, 104 historical societies, 272 town clerks offices and 33 manuscript repositories.

ANALYSIS PROCEDURE

The database for the analysis of the survey was constructed in dBASE4, but because the survey had 358 fields the database had to be divided in three. By doing this we were able to assign a field to each component to facilitate analysis. After the data from all 958 surveys had been entered, the three databases were cleaned up and compared to make sure that all the identification numbers assigned to the surveys matched. Once this had been confirmed, each of these three databases was sorted into six separate ones by institutional type. The responses in each of these eighteen databases were then totaled by question for comparison between institutional types.

FINDINGS

It is quickly noticeable when examining the findings that few, if any, of the totals add up to the number of surveys returned (958). This was for several reasons. In certain areas (such as the environmental controls area) the non-response rate outnumbered the response rate. Also, throughout the survey many questions allowed for the respondent to circle several possible answers since more than one might apply to that institution. Consequently, the percentages which were calculated to facilitate the comparisons are based on the actual number of institutions in each category that responded to any question or to any part of that question.

Responses were requested in eight categories of information: Facility Information, Environmental Controls, Fire Protection, Preservation Issues, Library Binding (Non-Rare Books), Special Collections/Local History Collections/Archives, Disaster Preparedness and Institutional Data. The analysis that follows will be by question and institution within each of these categories.

FACILITY INFORMATION

Q1-6 dealt with the physical environment in which library and archives materials are housed. The predominant materials used to construct the buildings (Q3) are brick (57.4%), wood (45.8%) and concrete (36.3%). It is interesting to note that for public libraries (60.9%), special libraries (58.5%) and manuscript repositories (67.7%) the predominant materials is brick. For academic libraries it is concrete (75.8%), and for historical societies (70.6%) and town clerks' offices (60.2%) it is wood.

Consistently respondents considered the condition of the roof and walls (Q4) to be good (71.9%) overall. 42.2% of the institutions reported that the walls were not insulated. Particularly high

percentages were among historical societies at 58.8% and public libraries at 48.4%. Institutions are experiencing condensation problems (8.1%), leaky walls (7.4%), water on the roof (10.5%) and leaky roofs (18.1%). Interestingly 32.7% of the institutions reported having insulated roofs - one of the most cost-effective means of preventing energy loss and maintaining a fairly constant internal environment.

Q5 dealt with the existence of attics, basement stacks, storage rooms and non-stack basements. 61.0% of the institutions reported the existence of storage rooms. 42.5% reported having non-stack basements, 20.9% reported having attics and 41.2% reported having basement stacks. The historical societies (58.2%), the town clerks (40.8%) and the public libraries (48.4%) had the highest percentages of attics. Basement stack areas were most prevalent among academic libraries (50.4%) and special libraries (47.0%). Storage rooms were reported most frequently by town clerks (65.3%), academic libraries (65.5%), historical societies (66.3%) and special libraries (59.6%).

Institutional and collection security systems were not as prevalent as one might have hoped. Security systems that were shared with other departments in the building (33.8%) was the highest response area. This was followed closely by the presence of motion detectors (32.2%) where historical societies (54.0%), public libraries (41.5%) and special libraries (49.0%) were the most covered. Probably of most significance was that 32.5% of public libraries and 39.0% of town clerks' offices have no security system. On the other hand, 59.4% of the town clerks and 65.6% of the manuscript repositories have a shared system.

The attics (46.9% and 56.4%), basement stacks (61.2% and 48.0%), storage rooms (51.8% and 53.2%) and non-stack basements (48.0% and 41.5%) are generally considered to be clean and dry. The most common other condition is that of being cluttered (36.9%, 32.2%, 51.0% and 40.5% respectively for these areas). Mold is a problem with it being reported in these areas respectively as 4.9%, 19.0%, 10.1% and 20.9%. Fortunately, rodent and insect problems do not appear to be major issues generally at this time. Considering each of these two areas as a whole, insects are a problem in 7.6% and rodents in 7.1% of the institutions. What was not reassuring was the reporting of insect problems in the basement stack areas of 25% of the manuscript repositories and 21.7% of the special libraries, and the presence of mold in the basement stack areas of 22.5% of the public libraries and 32.1% of the historical societies. Mold was also reported to be present in the non-stack basements of 20.3% of public libraries, 22.1% of special libraries, 25.7% of town clerks' offices and 42.9% of the manuscript repositories.

ENVIRONMENTAL CONTROLS

In this section we were interested in ascertaining what, if any, types of environmental controls are present in institutions and

what steps are taken to control the internal environment. Q7-15 addressed these issues.

Q7 asked what areas the HVAC systems covered. It was interesting to note that the administrative areas had the greatest percentage (78.4%) of coverage followed by the general books (68.5%) and the special collections (59.7%). When the specific institutions are examined, the priorities become apparent. It is only in public libraries that the general book collections (88.8%) have a greater percentage than the administrative areas (76.6%). The special libraries (86.0% vs. 69.8%), historical societies (82.4% vs. 73.5%) and the manuscript repositories (76.7% vs. 70.0%) have more coverage in their special collections than in their administrative areas. The town clerks' administrative offices (77.3%) have dramatically more HVAC coverage than either their general books (31.5%) or their special collections (29.1%).

In Q8, 92.8% of the responses received designated the existence of a heating system in the institution. 60.3% have air-conditioning, and 45.4% have ventilation. The relationship of these percentages is fairly constant across institutions except that 80.3% of the academic libraries have ventilation systems.

Q9 and Q9a address the issue of the presence of air-conditioning in the institution. Again 82.4% of the institutions reported covering their administrative areas with AC while 45.4% of the general books areas and 57.6% of the special collections were covered. The percentage for special collections was higher in special libraries (79.3% vs. 72.4%), historical societies (86.5% vs. 78.4%) and manuscript repositories (73.1% vs. 69.2%). In public libraries (82.1% vs. 80.6%), academic libraries (81.6% vs. 90.8%) and historical societies (69.0% vs. 72.4%) the AC coverage of the general book collections were essentially comparable to that of the administrative areas. It is only among the town clerks that the administrative areas (84.8%) were covered far more than the other areas [general books (25.4%) and special collections (27.5%)]. To determine the potential for a disaster from a leaking AC system, Q9a examined the location of the chiller in the building. 39.8% of the chillers are located in windows, indicating that nearly 40% of the AC systems are local rather than systemwide. 29.0% are located on the roof. Both of these locations imply a potential for water disaster from an AC leak. Among academic libraries 46.8% are located on the roof and 36.2% are in the mechanical room. In historical societies 29.0% are on the roof, 25.8% are on the grounds and 38.7% are in the mechanical room. In manuscript repositories 31.8% are on the roof, 31.8% are in windows and 36.4% are in the mechanical room. In public libraries 37.9% are in windows, 35.3% are on the grounds and 26.8% are on the roof. Among the town clerks, 63.9% are located in windows.

Q10 asked whether these systems could maintain a constant climate throughout the year. 68.1% of the respondents said no, 31.9% replied yes. The response was overwhelmingly no in all institutions except the manuscript repositories where the response was

69% yes. Since this is a group that tends to have special collections and whose training has emphasized environmental controls, their emphasis on climate control is not surprising. The thrust of Q11 was to learn how much effort, if any, was being made to control the internal environment with something other than human comfort in mind. 60.4% of the respondents said that HVAC setting was not kept at a constant level round the clock. 29.1% said yes and 10.5% did not know. Those institutions that responded mostly yes were special libraries at 64.5% and manuscript repositories at 54.2%. 12.9% and 12.2% of these institutions respectively reported that they did not know. 37.2% of all the institutions reported that their AC system setting is between 68 and 71. It is interesting to note that the next most common setting was 20.5% between 72 and 75. 27.2% of the public libraries and 27.8% of the town clerks noted that their setting was between 72 and 75. 43% of the town clerks did not know their setting. The most common setting for the heating system (50.7%) was between 68 and 71. 17.1% keep their heat settings between 64 and 67. Interestingly 31.7% of the academic librarians and 28.6% of the town clerks were unaware of their institution's heat setting. The settings for both the AC and heat systems appear to be for human comfort.

According to the responses for Q11b, 70.5% of the institutions turn down or shut off their AC at any time, 65.5% do the same to their heating systems and 46.6% to their ventilation system. 46.4% of the special libraries, 36.4% of the historical societies and 33.3% of the manuscript repositories responded that their AC systems are not turned down or shut off. 51.9% of special libraries, 41.5% of historical societies, 29.9% of town clerks and 36.4% of manuscript repositories reported that their heating systems are not turned down or shut off. It is interesting that the percentages responding "No" to the question regarding their ventilation system was generally larger than that for AC and heating. 29.6% of the academic libraries, 66.7% of the special libraries, 41.7% of the historical societies, 37.1% of the town clerks and 41.2% of the manuscript repositories responded "No" to this question.

The question of humidity control (Q11c) is crucial to the control of the internal environment. Relatively few (13.6%) of the institutions report using portable humidifiers. However, 39.8% report the use of portable dehumidifiers, 25.2% report having system humidification and 26.3% mention the presence of system dehumidification.

Q12 addressed the issue of environmental control within special collection rooms, vaults or departments. 82.4% of the respondents replied that there is no separate system for these rooms. Unlike the general HVAC systems, 51.3% of the institutions reported that this system can provide constant climate control throughout the year (12a). It was only in the public libraries (55.4%) and the historical societies (69.2%) that the response was "No". In academic libraries the "Yes" percentage was 65.1%, and in manuscript repositories it was 78.6%. The next question

(Q12b) wanted to know whether this system was kept at a constant setting around the clock. 40.5% responded "No", and 40.9% responded Yes. 11.6% did not know. Again it was the academic libraries (60.5%), the special libraries (62.5%) and the manuscript repositories (72.7%) who reported keeping the setting constant. It was the public libraries (53.2%) and the historical societies (51.9%) whose responses were mostly "No".

As with the setting for the general HVAC systems, those for the special collections systems (Q12c) tended to cluster between 68 and 71 (32% of the AC and 44% of the heating). Unfortunately, the second largest category with 31.4% of the AC and 23.9% of the heating was "Don't know". Otherwise, the second actual setting was between 64 and 67 (13.7% for AC and 17.1% for heating), unlike the second of the general settings which was between 72 and 75.

Unlike the general HVAC, those for the special collections appear to be turned down or off less frequently. Air-conditioning is not turned down or off in 50.6% of the cases, the heating in 42% and the ventilation in 54% of the instances. However, 50% of the public libraries and 45.9% of the academic libraries do turn their AC system down or off. The same occurs with the heating system in public libraries (53.2%), academic libraries (55%) and historical societies (60%). These figures can indicate a greater concern for the special collections than for the general collections at least as far as the internal environment.

Within the environmental controls section, it is interesting to note that the system humidification (35.8%) and system dehumidification (34.7%) were the two most common methods used to control the humidity (Q12e). Portable dehumidifiers in public libraries (43.1%), historical societies (46.4%) and town clerks' offices (32.1%) were the preferred method.

By far the most common environment monitoring devices (Q13) were the thermostat (71.8%) and a thermometer (31.4%). The next most common response was "None" (16.6%). Other more sophisticated devices were more apt to be employed by manuscript repositories [hygrometer (20.7%), thermohygrometer (20.7%), the hygrothermograph (17.2%) and the sling psychrometer (17.2%)], special libraries [hygrothermograph (33.3%), hygrometer (18.8%) and thermohygrometer (16.7%)] and the academic libraries [hygrometer (18.7%) and hygrothermograph (13.9%)].

In controlling the amount of light entering a facility, (Q14) little that is technical has been done. 31.3% of the institutions reported that nothing had been done [particularly among public libraries (36.7%), special libraries (35.9%) and town clerks (32.5%)], and 43.0% marked "Shades" as the most common device used. After that 29.1% reported using curtains to control the light. This last option was prevalent among public libraries (29.3%), academic libraries (40.7%) and historical societies (38.5%).

Finally, in the environmental controls section, Q15 asked what steps had been taken to reduce the ultraviolet radiation from light sources in the facility. 71.8% of the institutions reported that nothing had been done. 42.9% of the manuscript repositories and 45.8% of the special libraries mentioned that UV-filtering sleeves had been installed on their fluorescent tubes. Otherwise, the selective turning off of lights was marked by 27.8% of the historical societies and 28.6% of the manuscript repositories. Little has generally been done to control the light within the institutions.

FIRE PROTECTION

Fire protection is crucial to the preservation of the collections and the buildings housing them. Q16 asked about the presence of fire detection/suppressions systems in the facility. Without exception, the overwhelming majority of each type of institution had these systems (83.1%). What is unfortunate is that 21.4% of the town clerks' offices, 13.6% of the public libraries, 13.3% of the manuscript repositories and 12.6% of the historical societies responded that they did not have any such system. Another 2.1% overall did not know.

The most common type of fire detection systems (Q16a) were smoke detectors (59.9%) and heat detectors (44.2%) and of fire suppression systems were fire extinguishers (92.8%). Wet pipe sprinkler systems are present in 31.8% of the academic libraries, 13.8% of the special libraries, 23.5% of the town clerks' offices and 28.0% of the manuscript repositories. Fire extinguishers (16b) were well distributed throughout the facilities: 84.4% mentioned everywhere, 53.4% mentioned in storage, 39.7% reported in vaults and 86.7% have them in special collections. Smoke detectors are located everywhere in 61.3% of the institutions, 35.9% of the storage areas, 39.7% of the vaults and 38.6% of the special collections. Heat detectors were reported to be everywhere in 38.6% of the facilities, in 29.0% of the storage areas, 37.9% of the vaults and 32.5% of the special collections. Of interest is that wet pipe sprinkler systems are located in 17.6% of the storage areas and that Halon systems exist in 27.6% of the vaults and 30.1% of the special collections. Of importance also is that dry pipe sprinkler systems exist in 18.2% of the academic libraries' storage areas.

The inspection of these units or systems (Q16c) is an important facet of the safety they provide. The vast majority (49%) of the facilities reported that their systems were inspected annually. After that the semi-annual inspection received 18.2% of the responses. It is scary, however, that 43.5% of the special libraries noted that their systems were not inspected, and yet, this same group of institutions reported that 28.3% of their systems were inspected semi-annually. Fortunately, the inspection of these (Q16d) was done by professionally trained personnel (63.3%) or the fire marshall (22.7%) the substantial majority of the time. Unfortunately, 1.1% of the systems were inspected with

the use of a match. 63.8% of the institutions reported that their fire detection systems were connected directly to the fire department (Q17). Among the individual types of institutions, it is alarming to note how many are not connected, especially among manuscript repositories where the percentage is 45.5 report this situation.

By the same token, water can also cause major damage to library and manuscript collections. In spite of this fact, only 6.3% of the facilities have water alarms anywhere (Q18), and 93.7% do not have any water alarms. Here the manuscript repositories have the highest percentage (22.2%) of water alarms present.

PRESERVATION ISSUES

Although 52.4% of the surveys noted that building surveys (Q19) had not been done of their facilities, three groups had more "Yes" than "No" answers: historical societies (50.5%), manuscript repositories (51.7%) and town clerks (94.9%). At the other end of the spectrum, 71.4% of the academic libraries and 68.7% of the public libraries had not had a building survey done. These are important statistics since many aspects of preservation issues are determined by the building in which the collections are housed. 39.9% of the reporting facilities' surveys were done by independent consultants, while 30.3% were performed by staff and 29.4% by the Northeast Document Conservation Center (Q19a). NEDCC's activity was most noticeable among manuscript repositories (50.0%), academic libraries (40%), public libraries (40.3%) and special libraries (33.3%). Independent consultants' work was most prevalent in special libraries (42.9%), public libraries (49.4%) and town clerks' offices (45.8%). The staff had done the work mostly in town clerks' offices (54.2%) and in manuscript repositories (40%).

91.5% of the institutions reported not having a preservation plan in place (Q20). Special libraries had the largest percentage of institutions with a preservation plan in place (31.2%). On the other hand, only 3.1% of the public libraries had one in place. Q21 addressed the issue of collection surveys. 70% of the institutions have not had a collection survey done. In special libraries 51% have had one performed, but only 20.7% of the public libraries have had one. In most instances (51.5%), these collections surveys have been performed by the staff (Q21a). 30.9% have been done by NEDCC. NEDCC's most active areas have been in historical societies (42.9%) and public libraries (35.2%).

Persons or organizations with specialized preservation skills in their geographical area (Q23) have been identified by only 38.6% of the institutions. Those institutions which have done so are mostly manuscript repositories (75%) and academic (67.9%) and special libraries (65.3%). Only 22.5% of the town clerks and 30.3% of the public libraries have identified such a person. 77% of the institutions do not have anyone on staff with preservation skills (Q24). This total includes town clerks (94.6%) and public

libraries (85.5%) as the two least skilled in this area. Yet, 55.1% of the special libraries, 49.1% of the academic libraries and 48.5% of the manuscript repositories reported having a skilled preservation person on staff. In spite of these figures only 32.7% of these people have run workshops for their fellow staff persons (Q24b). It is obvious that this is an area that needs to be addressed. It is only in academic libraries (43.4%) that this comes even remotely close to being a majority.

It is the training of staff which makes a difference in the success of a preservation program in a library of manuscript repository. Q25 asked what kind of preservation training programs had been attended by staff. 49.2% reported that no one on the staff had attended any such programs. However, 30.0% reported attending regional programs, 22.3% reported participating in state programs and 18.9% mentioned those offered by professional organizations. Academic libraries (50.9%), special libraries (40.4%), historical societies (52.1%) and manuscript repositories (51.5%) were most apt to have attended regional training programs. State programs were most attended by town clerks (32.9%) and historical societies (30.2%). Those educational preservation programs offered by professional organizations were attended mostly by special libraries (40.4%) and manuscript repositories (72.7%). The popularity of specific programs is fairly clear. 61.7% of the respondents have attended workshops on the care and handling of library and/or manuscript materials. 57.1% have been trained on the storage of such materials [particularly the town clerks (98.6%)] and 47.0% on shelving practices. Other topics of interest were basic repairs (46.6%), environmental conditions (44.5%), disaster preparedness (42.3%), protective enclosures (35.3%) and the care of photographic materials (33.1%).

The NEDCC has been providing preservation services to Massachusetts institutions since 1973. Q26, Q26a and Q26b were aimed at ascertaining how well NEDCC was known throughout the Commonwealth and how much their services were used. 63.4% of the institutions are aware of the NEDCC. 90.6% of the manuscript repositories, 87% of the academic libraries, 84.9% of the special libraries, 80.4% of the historical societies, 62.9% of the public libraries and only 38.1% of the town clerks responded affirmative to this question. However, 58.5% responded that they had not contracted services with the NEDCC. It was particularly town clerks (73%), public libraries (64.7%) and academic libraries (58.5%) which had not used their services. Historical societies (67.2%), special libraries (66.7%) and manuscript repositories (58.6%) were the most prevalent users of the services. Among the services contracted for surveys (55.3%), paper conservation (44.8%) and book conservation (39.5%) were the most common. Preservation microfilming was fourth at 27.0%.

Photocopying, when done improperly, is an activity that tends to damage books and paper as much as anything else. 80% of the respondents reported having photocopy machines available to patrons (Q27). Of these 39.9% do not have any restrictions regarding the photocopying of any materials (Q27a). This was

particularly true of public libraries (60.4%) and academic libraries (55.7%). 31.3% require that all materials be photocopied by the staff. This is especially true in town clerks' offices (60.6%) and manuscript repositories (63.0%). Some restrictions do exist in many institutions, however. 25.2% of the institutions determine that certain items must not be photocopied, and 24.9% require that certain items must be copied by staff only. Restrictions tend to be more prevalent in special libraries, historical societies and manuscript repositories.

Much of the damage to books is done by poor shelving habits among staff and patrons. Only 46.9% of the institutions have any type of training program for their staffs on the proper shelving of books (Q28). Fortunately, special libraries (64.7%), manuscript repositories (57.6%), public libraries (56.7%) and academic libraries (56.7%) do report such training programs. Most historical societies (60.8%) and town clerks (74.6%) do not do so. Among those who do have training programs, 72.3% train to push the volumes in on either side of the sought after volume to grasp it by the sides. 67.3% report readjusting the bookends after shelving or removing materials. Oversized materials (Q29) tend to be shelved most often flat on their own shelves (56.7%) or upright on separate oversized shelves (54.0%). Unfortunately, 39.4% of public libraries and 28.5% of town clerks shelve these materials spine up on regular shelves thus damaging the hinges and spine.

The in-house mending of paper (Q30) and non-rare book covers (Q31) are areas where much good can occur but also where much damage does occur. In 40.4% of the institution no paper repair is done. However, in 31.9% scotch tape is used to mend paper. Pressure-sensitive "archival" tape is next with 28.2%. Public libraries (52.5%) and town clerks (24.5%) are the most frequent users of scotch tape. "Archival" tape is most commonly used by academic libraries (52.3%) as is Japanese tissue (25.2%). If special libraries do any mending, it appears that most is done with Japanese tissue (23.4%) or "archival" tape (36.2%). When non-rare book repairs (Q31) are addressed, it is interesting to note that 39.8% do none and 32.5% use cloth tape for their mends. Here again 14.7% use scotch tape and public libraries are the most prevalent users at 26.1%. Academic libraries (41.4%) are the heaviest users of book cloth and PVA and special libraries (20.8%) and academic libraries (18.9%) perform the most in-house recasing.

Oversized prints, maps and broadsides often pose difficult housing problems to their custodians. Q32 and 32a looked at how they are housed. 58.6% of the facilities responding said that they housed these items in flat drawers of metal map cabinets. This was particularly true in special libraries (80.0%), academic libraries (68.8%), historical societies (67.8%) and public libraries (52.4%). Another 52.0% mentioned that the storage of these items was around or in a tube, especially in town clerks' offices (72.6%) and public libraries (50.0%). Large covered boxes of archival quality were used significantly in manuscript

repositories (59.3%), special libraries (47.5%), historical societies (43.3%) and academic libraries (35.1%). These materials are almost evenly divided in the location of their housing. 47.8% are housed in special collections and 46.2% are housed in general stacks. However, this latter percentage is skewed by the fact that 69.8% of the historical societies and 67.8% of town clerks file their materials in "general stacks". 60.9% of public libraries, 61.8% of special libraries and 63.4% of academic libraries house their materials in special collections. On the other hand, 58.3% of manuscript repositories and 41.2% of special libraries house their prints, maps and broadsides in closed stacks.

Microforms have become more and more common in libraries and manuscript repositories either as the only way of obtaining some materials or as a preservation tool. Q33, Q33a, Q33b, Q33c and Q33d specifically examined the presence of these forms in libraries and looked at their type and storage. Overall, 54.7% of the respondents reported having some form of microform in their institution. Of these the highest percentages were among academic libraries (91.1%), manuscript repositories (70%), special libraries (62.3%) and public libraries (54%). Historical societies (71.3%) and town clerks' offices (55.3%) had the highest percentages of "None". Among the microforms owned, microfilm (84.2%) and microfiche (66.1%) were the most common, particularly among public (87.3% and 67.5%), academic (94.7% and 93.8%) and special (87.9% and 81.8%) libraries and town clerks (69.3% and 46.5%). Academic libraries (94.7%) and historical societies (93.1%) had the highest percentage of microfilms, and manuscript repositories owned the largest amount of preservation microfilms (42.9%). Although, 38.0% of the repositories reported owning no master negatives, 38.0% of those responding did say that they were in off-site storage in a vault. Otherwise, special libraries (37.0%) and manuscript repositories (23.1%) reported storing them in the special collections room. Interestingly enough, use copies are most often stored in the microforms reading room (39.0%) or the special collections room (37.1%). Only 23.1% reported storing them in the general stacks. At the same time, it is interesting to note that 88.7% of the responses indicated that the microfilms are on plastic reels, but that they are housed in acidic boxes (35.8%) in almost as many instances as alkaline boxes (36.5%). Rubber bands are also used in 29.6% of the cases reported. This is particularly true in academic libraries (47.3%).

LIBRARY BINDING

Library binding has long been thought of as among librarians as a means of "just getting the books back on the shelf." Fortunately, with the 8th edition of the Library Binding Institute Standards, library binders have shown themselves to be committed to working more closely with librarians to choose the binding suitable to their materials for usability as well as strength and durability. Q34-38 were designed to glean information on librar-

ians' practices regarding library binding. Unfortunately, problems with the data has currently made it impossible to analyze Q37 and Q38. The answers to Q34 and Q35 show a lack of interest or inquiry on the part of librarians. Although 37.1% responded that their binders were members of LBI, 39.6% did not know. The academic libraries (63%) were more apt to be using a LBI member than the others, although that may change as more librarians become aware of their binder's affiliation. Even more disturbing was that 67.2% did not know whether or not their binders followed the Library Binding Institute Standards. However, 66% of the academic libraries' and 58.3% of the special libraries' binders did adhere to these standards. Q36 examined the decision makers and who makes the binding decisions. 53.7% of the institutions reported that the librarians made the decision. Among town clerks, 63.0% left the decisions up to the binders as did 47.4% of the historical societies. These figures seem to indicate that there is still a wide gap between the librarians and binders in making binding decisions.

SPECIAL COLLECTIONS/LOCAL HISTORY COLLECTIONS/ARCHIVES

Special collections (Q39-44) are present in 73.5% of the reporting institutions. Their presence is particularly prevalent in special libraries (94.1%), manuscript repositories (90.6%) and historical societies (84.3%). The materials that they house are varied, but local history materials (76.4%), photographs (62.0%) and maps (61.2%) appear to be most common. Without question the academic (82.0%) and special (79.2%) libraries reporting of rare book holdings were the largest categories. Logically, the town clerks reported the largest holdings of local records (92.1%). Most of these materials are housed in the special collections area (60.6%), but among town clerks the materials are in the vault (90.2%). Special collections was the area of choice for public libraries (71.1%), academic libraries (87.8%), historical societies (69.2%), special libraries (65.0%) and manuscript repositories (65.4%). Otherwise, most of the materials were in closed stacks.

Although these collections are generally imagined to be housed in the basement, and 35.3% of the institutions reported that was their location, 55.1% reported that they were housed on the main floor of the institution, especially the town clerks (74.3%). Another 33.6% mentioned that the special collections were located on an upper floor. This was particularly true of academic libraries (48.4%), special libraries (49.0%) and historical societies (50.0%). Unfortunately, town clerks (49.3%) and manuscript repositories (42.9%) have the largest percentage of these collections housed in the basement. Very few of these materials are stored in attics (6.3%) or in separate facilities (7.3%).

Staff (Q40) and patron (Q41) access to these materials poses serious security problems for these institutions. 59.7% of the facilities require that the special collections areas be opened without a key. This occurs most often in public libraries

(72.3%), historical societies (49.3%), special libraries (44.7%) and manuscript repositories (44.4%). 30.1% limit access to senior staff. This is particularly prevalent in town clerks' offices (50.4%), special libraries (47.4%) and academic libraries (43.1%). Research access is another thorny problem. In 77.1% of the time the materials requested by a patron are retrieved and their use is supervised by the staff. This happens most often in special libraries (86.7%), manuscript repositories (85.7%) and academic libraries (83.9%). In addition, 45.5% of special libraries and 39.3% of manuscript repositories require that the materials be provided to the patron one box/folder/book at a time.

Damage to and theft of materials from special collections is not uncommon. Unfortunately, 65.8% of the respondents have no restrictions as to what a patron may bring into the special collections area (Q42). This is particularly true in public libraries (84.1%), town clerks' offices (60.9%), historical societies (59.7%) and academic libraries (56.8%). Manuscript repositories (56.7%) and special libraries (50%) limit what patrons may bring in to pencils and paper.

Where are manuscript/archives materials housed (Q43)? There was no definite answer to this question. 65.8% are housed in file cabinets, 50.8% are in alkaline boxes and 45.3% are in alkaline folders. This varies from institution to institution, however. In public libraries 66.1% are in file cabinets and 43.2% are in scrapbooks. More materials are in alkaline folders (45.3%) than are in manila (35.5%) ones. In academic libraries (81.7% and 76.8%), special libraries (71.7% and 67.4%) and manuscript repositories (88.5% and 80.8%), alkaline boxes and folders are most prevalent. Town clerks house most of their materials in file cabinets (71.0%), corrugated boxes (45.8%) and manila folders (40.2%). In historical societies storage practice seems to be in file cabinets (75.0%), alkaline boxes (64.8%) and alkaline folders (61.4%). Interestingly, manila folders are used most often in public libraries (38.8%), manuscript repositories (38.5%), academic libraries (35.4%) and town clerks' offices (40.2%).

The issue of routine processing of manuscript/archives materials (Q44) indicates to some extent the level of archival training which exists in the Commonwealth. Nothing is done to the materials in 56.2% of public libraries and 66.4% of town clerks' offices. Staples are removed by 30.1% of town clerks, 75.0% of historical societies, 74.5% of special libraries and 84.0% of manuscript repositories. Unfolding occurs in 72.3% of special libraries, 80.0% of manuscript repositories and 65.5% of historical societies. Alkaline folders are used most often in manuscript repositories (96.0%), academic libraries (70.6%), historical societies (73.8%) and special libraries (70.2%) as part of their processing. Photographic media is separated in historical societies (70.2%), manuscript repositories (84.0%), special libraries (70.2%) and academic libraries (62.4%). Finally, newsprint of highly acidic materials is removed in 62.4% of academic libraries, 76.0% of manuscript repositories, 63.2% of

speical libraries and 60.7% of historical societies.

DISASTER PREPAREDNESS

An incredible 85.4% of institutions in Massachusetts do not have disaster plans (Q45). This is particularly true among town clerks (94.5%), public libraries (92.5%) and historical societies (85%). They exist most often in manuscript repositories (28.1%) and special libraries (24%). At the same time 20.7% of academic libraries, 18% of special libraries and 11.9% of historical societies report that such plans are in the preparatory stage. For those institutions reporting the existence of, or preparation of, disaster plans the most common components are emergency procedures (88.8%), a disaster response outline (81.1%), a list of emergency services (78.3%), recovery priorities (70.6%) and conservation experts (70.6%). Other categories dropped of significantly after these three.

INSTITUTIONAL DATA

The largest number of institutions reporting came from Middlesex (16.8%), Worcester (15%) and Essex (9.6%) counties, although the greatest number of special libraries (35.8%) and manuscript repositories (43.8%) are located in Suffolk county (Q47). While 2.1% of the institutions have more than 1,000,000 volumes, the largest percentage have under 10,000 (42.1%), followed by 10,000-49,999 (25.6%) and 50,000-99,000 (12.8%) (Q48). Manuscript holdings (Q49) range up to over 10,000 linear feet (2.1%), but 30% report no such collections, 29.5% have between 1 and 49 linear feet and 13.4% have between 100 and 499 linear feet of records. 25.8% of manuscript repositories have between 1,000 and 2,499 linear feet of materials and 19.4% have between 2,500 and 4,999 linear feet. Staff without a MLS (Q50) averages 45.3% but if town clerks are removed, that figure drops to 31%. 20.9% of the institutions report having one staff person with a MLS and 19.5% report two staff persons. Only 1.5% report having more than 30 staff persons with a MLS, and these are public and academic libraries. 58% of the facilities report no archival administrative training among their staff (Q50). 28.9% report having one person with such training, particularly among manuscript repositories (59.3%), academic libraries (55.6%) and special libraries (42.5%). 12% indicated that there were two-to-four such persons on their staff: manuscript repositories at 29.6% and academic at 29.2% had the highest number. Finally, 63.2% of institutions reported not having any monies allocated for preservation activities (Q51). Public libraries (78.3%) and town clerks (74.7%) had the largest percentages on "No's". The other four types of institutions tended to be fairly similar in the numbers that reported some monies for preservation: historical societies (66.7%), manuscript repositories (64.5%), special libraries (64%) and academic libraries (60.3%).

CONCLUSIONS

The preservation of the written, graphic, visual and audio record is important to the intellectual well-being of our society. Preservation issues are many and diverse. This preliminary survey analysis presents some indications of areas in which specific work is needed on the local, regional and state levels. On the other hand, it is also quite clear that nearly all areas addressed in this survey need work in one way or another. Some types of institutions are practicing good preservation techniques in some areas while failing abysmally in others. No one type of institution can claim a clean bill across the board. However, the aim of this report is not to point the finger at any one person or group. It is intended to provide the information from which we can begin to develop a statewide preservation program and from which local institutions can examine their own preservation priorities and practices.

REFERENCES

1 Dillman, Don A. Mail and Telephone Surveys: The Total Design Method. New York: John Wiley & Sons, 1978, p. viii.

TABLES

MASSACHUSETTS PRESERVATION NEEDS ASSESSMENT SURVEY ANALYSIS

TABLE 1
FACILITY INFORMATION
Question Q3, Q4, Q5

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Predominant materials used in building	(N = 368)		(N = 124)		(N = 53)		(N = 102)		(N = 269)		(N = 31)		(N = 947)	
Stone	112	30.4	23	18.5	15	28.3	23	22.5	45	16.7	11	35.5	229	24.2
Brick	224	60.9	70	56.5	31	58.5	43	42.2	155	57.6	21	67.7	544	57.4
Wood	160	43.5	17	13.7	15	28.3	72	70.6	162	60.2	8	25.8	434	45.8
Concrete	104	28.3	94	75.8	24	45.3	24	23.5	83	30.9	15	48.4	344	36.3
Glass	63	17.2	61	49.2	13	24.5	14	13.7	35	13.0	13	41.9	199	21.0
Steel	41	11.1	44	35.5	18	34.0	14	13.7	39	14.5	11	35.5	167	17.6
Don't Know	4	1.1	0	.0	0	.0	0	.0	1	.4	0	.0	5	.5
Condition of roof and exterior walls	(N = 366)		(N = 121)		(N = 51)		(N = 102)		(N = 258)		(N = 32)		(N = 930)	
Good	258	70.5	81	66.9	37	72.5	82	80.4	182	70.5	29	90.6	669	71.9
Walls are insulated	95	26.0	32	26.4	14	27.5	18	17.6	68	26.4	8	25.0	235	25.3
Walls are not insulated	177	48.4	33	27.3	19	37.3	60	58.8	95	36.8	8	25.0	392	42.2
Condensation occurs	29	8.0	10	8.3	5	9.8	10	9.8	19	7.4	2	6.3	75	8.1
Walls leak	35	9.1	10	8.3	5	9.8	7	6.9	9	3.5	3	9.4	69	7.4
Roof/attic is insulated	144	39.3	31	25.6	18	35.3	33	32.4	71	27.5	7	21.9	304	32.7
Roof/attic is not insulated	118	32.2	19	15.7	14	27.5	42	41.2	61	23.6	8	25.0	262	28.2
Standing water on roof	47	12.8	32	26.4	6	11.8	0	.0	12	4.7	1	3.1	98	10.5
Roof leaks	80	21.9	39	32.2	6	11.8	12	11.8	28	10.9	3	9.4	168	18.1
Don't know	10	2.7	8	6.6	2	3.9	3	2.9	22	8.5	1	3.1	46	4.9
Which of these rooms exist in the facility	(N = 364)		(N = 119)		(N = 52)		(N = 98)		(N = 245)		(N = 28)		(N = 906)	
Attic	176	48.4	21	17.6	15	28.8	57	58.2	100	40.8	3	10.7	372	41.1
Basement stacks	171	47.0	60	50.4	26	50.0	28	28.6	77	31.4	11	39.3	373	41.2
Storage Rooms	205	56.3	78	59.6	31	59.6	65	66.3	160	65.3	14	50.0	553	61.0
Non-stack basement	188	51.7	58	34.6	18	34.6	51	52.3	63	25.7	7	25.0	385	42.5
None	46	12.6	18	11.5	6	11.5	9	9.2	37	15.1	5	17.9	121	13.4

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TABLE 1 (CONT.)
FACILITY INFORMATION
Question Q5a(Attic), Q5a(Basement), Q5a(Storage), Q5a(Non-stack basement)

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
What is the condition of the attic	(N = 165)		(N = 24)		(N = 14)		(N = 60)		(N = 102)		(N = 4)		(N = 369)	
Clean	80	48.5	14	58.3	10	71.4	28	46.7	38	37.3	3	75.0	173	46.9
Cluttered	54	32.7	8	33.3	3	21.4	27	45.0	43	42.2	1	25.0	136	36.9
Dirty	51	31.0	7	29.2	4	28.6	13	21.7	37	36.3	1	25.0	113	30.6
Dry	101	61.2	11	45.8	8	57.1	36	60.0	51	50.0	1	25.0	208	56.4
Wet	12	7.3	1	4.2	1	7.1	1	1.7	2	2.0	0	.0	17	4.6
Rodents	21	12.7	1	4.2	1	7.1	4	6.7	9	8.8	0	.0	36	9.8
Insects	16	9.7	0	.0	1	7.1	4	6.7	9	8.8	0	.0	30	8.1
Mold	11	6.7	0	.0	2	14.3	3	5.0	4	3.9	0	.0	18	4.9
What is the condition of the basement stacks	(N = 169)		(N = 60)		(N = 23)		(N = 28)		(N = 77)		(N = 12)		(N = 369)	
Clean	94	55.6	54	90.0	14	60.9	19	67.9	35	45.5	10	83.3	226	61.2
Cluttered	61	36.1	8	13.3	7	30.4	9	32.1	33	42.9	1	8.3	119	32.2
Dirty	33	19.5	4	6.7	4	17.4	7	25.0	17	22.1	1	8.3	66	17.9
Dry	89	52.7	29	48.3	9	39.1	13	46.4	33	42.9	4	33.3	177	48.0
Wet	28	16.6	8	13.3	6	26.1	4	14.3	13	16.9	3	25.0	62	16.8
Rodents	13	7.7	2	3.3	3	13.0	0	.0	2	2.6	1	8.3	19	5.1
Insects	16	9.5	6	10.0	5	21.7	3	10.7	2	2.6	4	25.0	36	9.8
Mold	38	22.5	6	10.0	4	17.4	9	32.12	12	15.6	1	8.3	70	19.0
What is the condition of the storage rooms	(N = 211)		(N = 78)		(N = 29)		(N = 61)		(N = 159)		(N = 17)		(N = 555)	
Clean	91	43.1	38	48.7	23	79.3	41	67.2	77	48.4	12	70.6	282	50.8
Cluttered	126	59.7	39	5.0	9	31.0	25	41.0	76	47.8	8	47.1	283	51.0
Dirty	44	20.9	16	20.5	5	17.2	4	6.6	23	14.5	3	17.6	95	17.1
Dry	121	57.3	38	48.7	15	51.7	35	57.4	77	48.4	9	52.9	295	53.2
Wet	91	43.1	8	10.3	2	6.9	3	4.9	8	5.0	2	11.8	114	20.5
Rodents	13	6.2	2	2.6	1	3.4	4	6.6	3	1.9	1	5.9	24	4.3
Insects	12	5.7	5	6.4	1	3.4	5	8.2	6	3.8	2	11.8	31	5.6
Mold	24	11.4	8	10.3	1	3.4	4	6.6	18	11.3	1	5.9	56	10.1
What is the condition of the non-stack basement	(N = 192)		(N = 40)		(N = 18)		(N = 56)		(N = 70)		(N = 7)		(N = 383)	
Clean	93	48.4	23	57.5	11	61.1	27	48.2	26	37.1	4	57.1	184	48.0
Cluttered	72	37.5	19	47.5	5	27.8	20	35.7	36	51.4	3	42.9	155	40.5
Dirty	58	30.2	11	27.5	4	22.2	11	19.6	20	28.6	3	42.9	107	27.9
Dry	83	43.2	16	4.0	7	38.9	24	42.9	27	38.6	2	28.6	159	41.5
Wet	52	27.1	8	20.0	4	22.2	12	21.4	13	18.6	1	5.9	90	23.5
Rodents	20	10.4	1	2.5	2	11.1	3	5.4	9	12.9	1	5.9	36	9.4
Insects	14	7.3	3	7.5	1	5.5	4	7.1	4	5.7	1	5.9	27	7.0
Mold	39	20.3	6	15.0	4	22.1	10	17.9	18	25.7	3	42.9	80	20.9

TABLE 1 (CONT.)
FACILITY INFORMATION
Question Q6

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Type of security system	(N = 357)		(N = 123)		(N = 51)		(N = 100)		(N = 251)		(N = 32)		(N = 913)	
None	116	32.5	8	6.5	8	15.7	13	13.0	98	39.0	3	9.4	246	26.9
Shared system	29	8.1	62	50.8	27	52.9	21	21.0	149	59.4	21	65.6	309	33.8
Burglar alarms	108	30.2	39	32.0	25	49.0	53	53.0	34	13.5	10	31.2	269	29.5
Motion detectors	148	41.5	28	22.0	25	49.0	54	54.0	32	12.7	7	21.9	294	32.2
After-hours guard	5	1.4	41	33.6	17	33.3	7	7.0	4	1.6	15	46.9	89	9.7
Computerized system	21	5.9	7	57.4	9	17.6	13	13.0	6	2.4	5	15.6	61	6.7
Electronics at exit	65	18.2	74	60.7	13	25.5	22	22.0	12	4.8	5	15.6	191	20.9

TABLE 2
ENVIRONMENTAL CONTROLS
Questions Q7, Q8, Q9, Q9a

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Areas covered by HVAC	(N = 312)		(N = 113)		(N = 43)		(N = 68)		(N = 203)		(N = 30)		(N = 769)	
General books	277	88.8	100	88.5	25	58.1	50	73.5	64	31.5	11	36.7	527	68.5
Special collections	189	60.6	81	71.7	37	86.0	56	82.4	73	29.1	23	76.7	459	59.7
Administrative areas	239	76.6	106	93.8	30	69.8	50	73.5	157	77.3	21	70.0	603	78.4
Don't know	10	3.2	2	17.7	1	2.3	3	4.4	20	8.0	2	6.7	38	4.9
Components	(N = 327)		(N = 122)		(N = 48)		(N = 82)		(N = 213)		(N = 30)		(N = 822)	
Heating	313	95.7	118	96.7	46	95.8	76	92.7	182	85.4	28	9.3	763	92.8
Ventilation	145	44.3	98	80.3	29	60.4	23	28.0	58	27.2	20	66.7	373	45.4
Air-conditioning	186	56.9	95	77.9	37	77.1	29	35.4	124	58.2	25	83.3	496	60.3
Humidity control	54	16.5	23	18.9	22	45.8	31	37.8	48	22.5	16	53.3	194	23.6
Don't know	4	1.2	2	1.6	1	2.1	2	2.4	13	6.1	0	.0	22	2.7
What areas are covered by AC	(N = 196)		(N = 98)		(N = 37)		(N = 29)		(N = 138)		(N = 26)		(N = 524)	
General books	161	82.1	80	81.6	22	59.5	20	69.0	35	25.4	10	38.5	328	62.6
Special collections	121	61.7	69	70.4	32	86.5	23	79.3	38	27.5	19	73.1	302	57.6
Administration areas	158	80.6	89	90.8	29	78.4	21	72.4	117	84.8	18	69.2	432	82.4
Don't know	3	1.5	1	1.0	1	2.7	0	.0	9	6.5	1	3.8	15	2.9
Where is the chiller located?	(N = 198)		(N = 94)		(N = 36)		(N = 31)		(N = 147)		(N = 22)		(N = 528)	
Roof	53	26.8	44	46.8	9	25.0	8	25.8	32	21.8	7	31.8	153	29.0
Outside on the grounds	70	35.3	17	18.1	5	13.9	12	38.7	3	16.3	3	13.6	131	24.8
Mechanical room	39	19.7	34	36.2	20	55.6	9	29.0	11	7.5	8	36.4	121	22.9
Windows	75	37.9	17	18.1	11	30.6	6	19.4	94	63.9	7	31.8	210	39.8

TABLE 2 (CONT.)
ENVIRONMENTAL CONTROLS
Questions Q10, Q11, Q11a(AC), Q11a(HT), Q11b(AC), Q11b(HT), Q11b(VE)

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Constant Control possible?	(N = 325)		(N = 119)		(N = 48)		(N = 82)		(N = 228)		(N = 29)		(N = 831)	
No 219 67.4	71	59.7	25	52.1	66	80.5	176	77.2	9	31.0	566	68.1		
Yes	106	32.6	48	40.3	23	47.9	16	19.5	52	22.8	20	69.0	265	31.9
Constant setting?	(N = 199)		(N = 78)		(N = 31)		(N = 41)		(N = 122)		(N = 24)		(N = 495)	
No	151	75.9	48	61.5	7	22.6	21	51.2	64	52.5	8	33.3	299	60.4
Yes	37	18.6	21	26.9	20	64.5	16	39.0	37	30.3	13	54.2	144	29.1
Don't know	11	5.5	9	11.5	4	12.9	4	9.8	21	17.2	3	12.2	52	10.5
Setting of Air-conditioning	(N = 114)		(N = 54)		(N = 27)		(N = 18)		(N = 79)		(N = 20)		(N = 312)	
60-63	1	.9	1	1.9	2	7.4	0	.0	3	3.8	2	10.0	9	2.9
64-67	12	10.5	2	3.7	3	11.1	3	16.7	10	12.7	2	10.0	32	10.3
68-71	46	40.4	19	35.2	11	40.7	7	38.9	24	30.4	9	45.0	116	37.2
72-75	31	27.2	9	16.7	6	22.2	5	27.8	8	10.1	5	25.0	64	20.5
76-79	7	6.1	5	9.3	0	.0	1	5.6	0	.0	0	.0	13	4.2
Don't know	17	1.5	18	33.3	5	18.5	2	11.1	34	43.0	2	10.0	78	25.0
Setting of heating	(N = 160)		(N = 65)		(N = 30)		(N = 35)		(N = 98)		(N = 22)		(N = 410)	
60-63	10	6.3	1	1.7	1	3.3	8	22.9	5	5.1	3	13.6	28	6.8
64-67	36	22.5	3	5.0	5	16.7	7	20.0	17	17.3	2	9.1	70	17.1
68-71	91	56.9	27	45.0	18	60.0	16	45.7	44	44.9	12	54.6	208	50.7
72-75	12	7.5	9	15.0	0	.0	0	.0	3	3.1	3	13.6	27	6.6
76-79	1	.6	1	1.7	1	3.3	0	.0	1	1.0	0	.0	4	1.0
Don't know	10	6.3	19	31.7	5	16.7	4	11.4	28	28.6	2	9.1	68	16.6
AC turned down or shut down?	(N = 129)		(N = 63)		(N = 28)		(N = 22)		(N = 90)		(N = 21)		(N = 353)	
No	18	14.0	10	15.9	13	46.4	8	36.4	20	22.2	7	33.3	76	21.5
Yes	106	82.2	51	81.0	14	50.0	13	59.1	55	61.1	10	47.6	249	70.5
Don't know	5	3.9	2	3.2	1	3.6	1	4.6	15	16.7	4	19.0	28	7.9
Heat turned down or shut down?	(N = 178)		(N = 69)		(N = 27)		(N = 41)		(N = 107)		(N = 22)		(N = 444)	
No	32	18.0	12	17.4	14	51.9	17	41.5	32	29.9	8	36.4	115	25.9
Yes	137	77.0	53	76.8	12	44.4	20	48.8	59	55.1	10	45.5	291	65.5
Don't know	9	5.1	4	5.8	1	3.7	4	9.8	16	15.0	4	18.2	38	8.6
Ventilation turned down or shut down?	(N = 83)		(N = 54)		(N = 18)		(N = 12)		(N = 54)		(N = 17)		(N = 238)	
No	27	32.5	16	29.6	12	66.7	5	41.7	20	37.1	7	41.2	87	36.6
Yes	46	55.4	34	63.0	5	27.8	4	33.3	16	29.6	6	35.3	111	46.6
Don't know	10	12.0	4	7.4	1	5.6	3	25.0	18	33.3	4	23.5	40	16.8

TABLE 2 (CONT.)
ENVIRONMENTAL CONTROLS
Questions Q11c, Q12, Q12a, Q12b, Q12c(AC), Q12c(HT)

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Humidity control devices used	(N = 135)		(N = 62)		(N = 26)		(N = 40)		(N = 87)		(N = 19)		(N = 369)	
Portable humidifiers	14	10.4	12	19.4	4	15.4	6	15.0	13	14.9	1	5.3	50	13.6
Portable dehumidifiers	66	48.9	11	17.7	7	26.9	20	50.0	37	42.5	6	31.6	147	39.8
System humidification	28	20.7	15	24.2	12	46.2	13	32.5	16	18.4	9	47.4	93	25.2
System dehumidification	30	22.2	19	30.6	14	53.8	8	20.0	15	17.2	11	57.9	97	26.3
Separate HVAC for special collections?	(N = 330)		(N = 114)		(N = 49)		(N = 89)		(N = 241)		(N = 27)		(N = 850)	
No	298	90.3	82	71.9	29	59.2	75	84.3	199	82.6	17	63.0	700	82.4
Yes	32	9.7	32	28.1	20	40.8	14	15.7	42	17.4	10	37.0	150	17.6
Constant Control possible?	(N = 74)		(N = 43)		(N = 25)		(N = 26)		(N = 79)		(N = 14)		(N = 261)	
No	41	55.4	15	34.9	11	44.0	18	69.2	39	49.4	3	21.4	127	48.7
Yes	33	44.6	28	65.1	14	56.0	8	30.8	40	50.6	11	78.6	134	51.3
Constant setting?	(N = 62)		(N = 38)		(N = 24)		(N = 27)		(N = 70)		(N = 11)		(N = 232)	
No	33	53.2	12	31.6	6	25.0	14	51.9	27	38.6	2	18.2	94	40.5
Yes	24	38.7	23	60.5	15	62.5	10	37.0	31	44.3	8	72.7	111	47.8
Don't know	5	8.0	3	7.9	3	12.5	3	11.1	12	17.1	1	9.1	27	11.6
Setting of Air-conditioning	(N = 40)		(N = 34)		(N = 14)		(N = 11)		(N = 43)		(N = 11)		(N = 153)	
60-63	4	10.0	1	2.9	2	14.3	1	9.0	3	7.0	2	18.2	13	8.5
64-67	7	17.5	7	20.6	1	7.1	1	9.0	3	7.0	2	18.2	21	13.7
68-71	11	27.5	15	44.1	7	50.0	4	36.4	9	20.9	3	27.3	49	32.0
72-75	4	10.0	1	2.9	3	21.4	1	9.0	4	9.3	3	27.3	16	10.5
76-79	4	10.0	2	5.9	0	.0	0	.0	0	.0	0	.0	6	3.9
Don't know	10	25.0	8	23.5	1	7.1	4	36.4	24	55.8	1	9.1	48	31.4
Setting of heating	(N = 43)		(N = 35)		(N = 16)		(N = 25)		(N = 46)		(N = 11)		(N = 176)	
60-63	1	2.3	2	5.7	2	12.5	6	24.0	3	6.5	2	18.2	16	9.1
64-67	10	23.3	6	17.1	2	12.5	5	20.0	5	10.9	2	18.2	30	17.1
68-71	23	53.5	16	45.7	11	68.8	8	32.0	14	30.4	5	45.5	77	44.0
72-75	2	4.7	3	8.6	0	.0	0	.0	2	4.3	1	9.1	8	4.5
76-79	1	2.3	1	2.9	0	.0	0	.0	1	2.2	0	.0	3	1.7
Don't know	6	14.0	7	20.0	1	6.3	6	24.0	21	45.7	1	9.1	42	23.9

TABLE 2 (CONT.)
ENVIRONMENTAL CONTROLS
Questions Q12d(AC), Q12d(HT), Q12d(VE), Q12e, Q13

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
AC turned down or shut down?	(N = 44)		(N = 37)		(N = 16)		(N = 12)		(N = 46)		(N = 11)		(N = 166)	
No	21	47.7	17	45.9	10	62.5	8	66.7	21	45.7	7	63.6	84	50.6
Yes	22	50.0	17	45.9	6	37.5	3	25.0	14	30.4	2	18.2	64	38.6
Don't know	1	2.3	3	8.2	0	.0	1	8.3	11	23.9	2	18.2	18	10.8
Heat turned down or shut down?	(N = 47)		(N = 40)		(N = 16)		(N = 25)		(N = 49)		(N = 11)		(N = 188)	
No	19	40.4	14	35.0	9	56.3	8	32.0	22	44.9	7	63.6	79	42.0
Yes	25	53.2	22	55.0	7	43.7	15	60.0	16	32.7	2	18.2	87	46.3
Don't know	3	6.4	4	10.0	0	.0	2	8.0	11	22.4	2	18.2	22	11.7
Ventilation turned down or shut down?	(N = 32)		(N = 34)		(N = 9)		(N = 10)		(N = 31)		(N = 10)		(N = 126)	
No	17	53.1	15	44.1	7	77.8	7	70.0	15	48.4	7	70.0	68	54.0
Yes	11	34.4	13	38.2	2	22.2	2	20.0	6	19.4	1	10.0	44	34.9
Don't know	4	12.5	6	17.6	0	.0	1	10.0	10	32.3	2	20.0	23	18.3
Humidity control devices used	(N = 51)		(N = 37)		(N = 15)		(N = 25)		(N = 53)		(N = 12)		(N = 193)	
Portable humidifiers	11	21.6	4	10.8	3	20.0	4	16.0	10	18.9	1	8.3	33	17.1
Portable dehumidifiers	22	43.1	6	16.2	1	6.7	13	52.0	17	32.1	3	25.0	62	32.1
System humidification	14	27.5	19	51.4	9	60.0	7	28.0	12	22.6	8	66.7	69	35.8
System dehumidification	16	31.4	16	43.2	10	66.7	4	16.0	13	24.5	8	66.7	67	34.7
Environmental monitoring devices	(N = 359)		(N = 123)		(N = 48)		(N = 98)		(N = 252)		(N = 29)		(N = 909)	
None	41	11.4	8	6.5	9	18.9	27	27.6	62	24.6	4	13.8	151	16.6
Thermostat	290	80.8	89	72.4	32	66.7	59	60.2	164	65.1	19	65.6	653	71.8
Thermometer	126	35.1	52	42.3	16	33.3	26	26.5	58	23.0	7	24.1	285	31.4
Hygrometer	23	6.4	23	18.7	9	18.8	16	16.3	11	4.4	6	20.7	88	9.7
Thermohygrometer	7	1.9	5	4.1	8	16.7	6	6.1	2	.8	6	20.7	34	3.7
Hygrothermograph	4	1.1	17	13.8	16	33.3	10	10.2	1	.4	5	17.2	53	5.8
Sling psychrometer	1	.3	6	4.9	7	14.3	7	7.1	1	.4	5	17.2	27	3.0
Battery-operated psychrometer	0	.0	4	3.3	1	2.1	0	.0	1	.4	1	3.4	7	.8

TABLE 2 (CONT.)
ENVIRONMENTAL CONTROLS
Questions Q14, Q15

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Reduction of entering light	(N = 341)		(N = 118)		(N = 39)		(N = 96)		(N = 252)		(N = 30)		(N = 876)	
No windows	9	2.6	10	8.5	8	20.5	12	12.5	74	29.4	13	43.3	126	14.4
Nothing done	125	36.7	28	23.7	14	35.9	24	25.0	82	32.5	1	3.3	274	31.3
Light-filtering film	17	5.0	18	15.3	8	20.5	16	16.7	1	.4	4	13.3	64	7.3
Light-filtering glass	17	5.0	8	6.8	4	10.3	9	9.4	5	2.0	0	.0	43	4.9
Shades	164	48.1	45	38.1	5	12.8	47	49.0	84	33.3	12	40.0	377	43.0
Curtains	100	29.3	48	40.7	11	28.2	37	38.5	51	20.2	8	26.7	255	29.0
Roof overhangs	24	7.0	19	16.1	2	5.1	3	3.1	7	2.8	1	3.3	56	6.4
Awnings	4	1.2	0	.0	1	2.6	0	.0	2	.8		.0	7	.8
Reduction of UV radiation inside	(N = 347)		(N = 122)		(N = 48)		(N = 97)		(N = 240)		(N = 28)		(N = 882)	
None	275	79.3	79	64.8	18	37.5	46	47.4	202	84.2	13	46.4	633	71.8
UV-filtering sleeves	29	8.4	27	22.1	22	45.8	22	22.7	10	4.2	12	42.9	122	13.8
Low UV fluorescent tubes	26	7.5	9	7.4	10	20.8	11	11.3	19	7.9	2	7.1	77	8.7
UF-3 or UF-4 plexiglass	2	.6	1	.8	6	12.5	11	11.3	1	.4	1	3.6	22	2.5
UV-filtering film	5	1.4	10	8.2	4	8.3	15	15.5	1	.4	1	3.6	36	4.1
Lights on and off	41	11.8	23	18.9	11	22.9	27	27.8	20	8.3	8	28.6	205	23.2

TABLE 3
FIRE PROTECTION
Questions Q16, Q16a

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Detection/Suppression systems installed?	(N = 368)		(N = 123)		(N = 53)		(N = 103)		(N = 266)		(N = 30)		(N = 943)	
No	50	13.6	10	8.1	5	9.4	13	12.6	57	21.4	4	13.3	139	14.7
Yes	316	85.9	108	87.8	47	88.7	88	85.4	200	75.2	25	83.3	784	83.1
Don't know	2	.5	5	4.1	1	1.9	2	1.9	9	3.4	1	3.3	20	2.1
Type of system	(N = 319)		(N = 110)		(N = 44)		(N = 88)		(N = 204)		(N = 25)		(N = 765)	
Fire extinguishers	299	93.7	103	93.6	40	90.9	71	80.7	166	81.4	23	92.0	702	92.8
Wet pipe sprinklers	37	11.6	35	31.8	13	29.5	7	8.0	48	23.5	7	28.0	147	19.2
Dry pipe sprinklers	7	2.2	13	11.8	6	13.6	4	4.5	15	7.4	4	16.0	49	6.4
Halon	6	1.9	11	10.0	8	18.2	2	2.3	8	3.9	4	16.0	39	5.1
Smoke detectors	216	67.7	72	65.5	28	63.6	7	8.0	119	58.3	16	64.0	458	59.9
Heat detectors	144	45.1	41	37.3	23	52.3	43	48.9	77	37.7	10	40.0	338	44.2
Ionization detectors	15	4.7	4	3.6	8	18.2	4	4.5	3	1.5	2	8.0	36	4.7

TABLE 3 (CONT.)
FIRE PROTECTION
Questions Q16b(EV), Q16b(ST), Q16b(VA), Q16b(SP)

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Where are these systems installed? (Everywhere)	(N = 288)		(N = 106)		(N = 40)		(N = 74)		(N = 162)		(N = 22)		(N = 692)	
Fire extinguishers	263	91.3	98	92.5	34	85.0	52	70.3	119	73.5	18	81.8	584	84.4
Wet pipe sprinklers	27	9.4	29	27.4	10	25.0	5	6.8	36	22.2	6	27.3	113	16.3
Dry pipe sprinklers	5	1.7	3	2.8	5	12.5	2	2.7	14	8.6	2	9.1	31	4.5
Halon	1	.3	1	.9	2	5.0	1	1.4	0	.0	1	4.5	6	.9
Smoke detectors	187	64.9	63	59.4	24	60.0	53	71.6	83	51.2	14	63.6	424	61.3
Heat detectors	115	39.9	31	29.2	22	55.0	37	50.0	53	32.7	9	40.9	267	38.6
Ionization detectors	11	3.8	4	3.8	6	15.0	2	2.7	3	1.9	1	4.5	27	3.9
Where are these systems installed? (Storage areas)	(N = 46)		(N = 22)		(N = 8)		(N = 24)		(N = 26)		(N = 5)		(N = 131)	
Fire extinguishers	27	58.7	8	36.4	4	50.0	16	66.7	11	42.3	4	80.0	70	53.4
Wet pipe sprinklers	3	6.5	6	27.3	3	37.5	2	8.3	7	26.9	2	40.0	23	17.6
Dry pipe sprinklers	0	.0	4	18.2	0	.0	0	.0	2	7.7	1	20.0	7	5.3
Halon	1	2.2	1	4.5	1	12.5	0	.0	1	3.8	1	20.0	5	3.8
Smoke detectors	19	41.3	7	31.8	4	50.0	9	37.5	6	23.1	2	40.0	47	35.9
Heat detectors	14	30.4	8	36.4	1	12.5	6	25.0	8	30.8	1	20.0	38	29.0
Ionization detectors	1	2.2	0	.0	0	.0	1	4.2	0	.0	0	.0	2	1.5
Where are these systems installed? (Vault)	(N = 5)		(N = 8)		(N = 8)		(N = 6)		(N = 27)		(N = 4)		(N = 58)	
Fire extinguishers	2	40.0	2	25.0	4	50.0	1	16.7	12	44.4	2	50.0	23	39.7
Wet pipe sprinklers	1	20.0	1	12.5	0	.0	0	.0	4	14.8	1	25.0	7	12.1
Dry pipe sprinklers	0	.0	1	12.5	1	12.5	0	.0	2	7.4	1	25.0	5	8.6
Halon	1	20.0	4	50.0	2	25.0	2	33.3	4	14.8	3	75.0	16	27.6
Smoke detectors	2	40.0	4	50.0	2	25.0	4	66.7	10	37.0	1	25.0	23	39.7
Heat detectors	0	.0	4	50.0	3	37.5	3	50.0	11	40.7	1	25.0	22	37.9
Ionization detectors	0	.0	1	12.5	1	12.5	0	.0	1	3.7	1	25.0	4	6.9
Where are these systems installed? (Special collections)	(N = 21)		(N = 18)		(N = 10)		(N = 10)		(N = 17)		(N = 7)		(N = 83)	
Fire extinguishers	14	66.7	9	50.0	5	50.0	5	50.0	8	47.1	4	57.1	72	86.7
Wet pipe sprinklers	4	19.0	2	11.1	1	10.0	1	10.0	0	.0	2	28.6	10	12.0
Dry pipe sprinklers	0	.0	3	16.7	0	.0	0	.0	1	5.9	1	14.3	5	6.0
Halon	4	19.0	6	33.3	3	30.0	2	20.0	6	35.3	4	57.1	25	30.1
Smoke detectors	6	28.6	9	50.0	3	30.0	5	50.0	5	29.4	4	57.1	32	38.6
Heat detectors	6	18.6	8	44.4	3	30.0	3	30.0	5	29.4	2	28.6	27	32.5
Ionization detectors	0	.0	1	5.6	1	10.0	0	.0	0	.0	1	14.3	3	3.6

TABLE 3 (CONT.)
FIRE PROTECTION
Questions Q16c, Q16d, Q17, Q18

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Inspected regularly?	(N = 315)		(N = 106)		(N = 46)		(N = 86)		(N = 197)		(N = 25)		(N = 775)	
No	29	9.2	6	5.7	2	43.5	10	11.6	10	5.1	4	16.0	61	7.9
Annually	188	59.2	49	46.2	15	32.6	44	51.2	76	38.6	8	32.0	380	49.0
Twice a year	51	16.2	20	18.9	13	28.3	10	11.6	42	21.3	5	20.0	141	18.2
More than twice a year	19	6.0	14	13.2	10	21.7	8	9.3	23	11.7	4	16.0	78	10.1
Don't know	28	8.9	17	16.0	6	13.0	14	16.3	46	23.4	4	16.0	115	14.8
How are they inspected?	(N = 274)		(N = 105)		(N = 53)		(N = 66)		(N = 166)		(N = 19)		(N = 683)	
With a match	3	1.1	3	2.9	1	1.9	1	1.5	0	.0	0	.0	8	1.2
Professionally trained personnel	192	70.1	71	67.6	35	66.0	44	66.7	105	63.3	14	73.7	461	67.5
Fire marshal	79	28.8	31	29.5	4	7.5	16	24.2	32	19.3	3	15.8	165	24.2
Don't know	25	9.1	15	14.3	4	7.5	8	12.1	39	23.5	3	15.8	94	13.8
Connected to fire department?	(N = 306)		(N = 108)		(N = 46)		(N = 89)		(N = 197)		(N = 22)		(N = 768)	
No	113	37.0	41	38.0	14	30.4	33	37.1	67	34.0	10	45.5	278	36.2
Yes	193	63.0	67	62.0	32	69.6	56	62.9	130	66.0	12	54.5	490	63.8
Are water alarms present?	(N = 347)		(N = 110)		(N = 48)		(N = 93)		(N = 245)		(N = 27)		(N = 870)	
No	339	97.7	98	89.1	41	85.4	88	94.6	228	93.1	21	77.8	815	93.7
Throughout the facility	5	1.4	5	4.5	2	4.2	0	.0	9	3.7	1	3.7	22	2.5
Selected areas only	3	.9	7	6.4	5	10.4	5	5.4	8	3.3	5	18.5	33	3.8

TABLE 4
PRESERVATION ISSUES
Questions Q19

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Has a building survey been done?	(N = 351)		(N = 119)		(N = 51)		(N = 97)		(N = 158)		(N = 29)		(N = 805)	
No	241	68.7	85	71.4	26	51.0	48	49.5	8	5.1	14	48.3	422	52.4
Yes	110	31.3	34	28.6	25	49.0	49	50.5	150	94.9	15	51.7	383	47.6

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TABLE 4
PRESERVATION ISSUES
Questions Q19a, Q20, Q21, Q21a, Q23, Q24, Q24b

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Who performed the building survey?	(N = 77)		(N = 30)		(N = 21)		(N = 42)		(N = 48)		(N = 10)		(N = 228)	
NEDCC	31	40.3	12	40.0	7	33.3	12	28.6	0	.0	5	50.0	67	29.4
Independent consultant	38	49.4	7	23.3	9	42.9	14	33.3	22	45.8	1	10.0	91	39.9
Society of American Archivists	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0	0	.0
Staff	13	16.9	10	33.3	3	14.3	13	31.0	26	54.2	4	40.0	69	30.3
Is there a preservation plan?	(N = 350)		(N = 115)		(N = 48)		(N = 94)		(N = 240)		(N = 32)		(N = 879)	
No	339	96.9	99	86.1	33	68.8	79	84.0	227	94.6	27	84.4	804	91.5
Yes	11	3.1	16	13.9	15	31.2	15	16.0	13	5.4	5	15.6	75	8.5
Has a collection survey been done?	(N = 347)		(N = 122)		(N = 51)		(N = 100)		(N = 234)		(N = 31)		(N = 885)	
No	275	79.3	90	73.8	25	49.0	53	53.0	159	67.9	17	54.8	619	70.0
Yes	72	20.7	32	26.2	26	51.0	47	47.0	75	32.1	14	45.2	266	30.0
Who performed the collection survey?	(N = 71)		(N = 33)		(N = 25)		(N = 42)		(N = 49)		(N = 13)		(N = 233)	
NEDCC	25	35.2	10	30.3	7	28.0	18	42.9	9	18.4	3	23.1	72	30.9
Independent consultant	6	8.5	4	12.1	7	28.0	5	11.9	16	32.7	3	23.1	41	17.6
Staff	40	56.3	19	57.6	11	44.0	19	45.2	24	49.0	7	53.8	120	51.5
Person with preservation skills identified?	(N = 347)		(N = 112)		(N = 49)		(N = 97)		(N = 236)		(N = 32)		(N = 873)	
No	242	69.7	36	32.1	17	34.7	50	51.5	183	77.5	8	25.0	536	61.4
Yes	105	30.3	76	67.9	32	65.3	47	48.5	53	22.5	24	75.0	337	38.6
Person with preservation skills on staff?	(N = 331)		(N = 114)		(N = 49)		(N = 92)		(N = 222)		(N = 31)		(N = 839)	
No	283	85.5	58	50.9	22	44.9	57	62.0	210	94.6	16	51.6	646	77.0
Yes	48	14.5	56	49.1	27	55.1	35	38.0	12	5.4	15	48.4	193	23.0
Has this person run workshops for the staff?	(N = 54)		(N = 53)		(N = 28)		(N = 41)		(N = 23)		(N = 18)		(N = 217)	
No	39	72.2	30	56.6	21	75.0	25	61.0	20	87.0	11	61.1	146	67.3
Yes	15	27.8	23	43.4	7	25.0	16	39.0	3	13.0	7	38.9	71	32.7

TABLE 4 (CONT.)
PRESERVATION ISSUES
Questions Q25, Q25a, Q26, Q26a

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Attended preservation education programs	(N = 354)		(N = 116)		(N = 52)		(N = 96)		(N = 237)		(N = 33)		(N = 888)	
No	213	60.2	39	33.6	15	28.8	24	25.0	144	60.8	2	6.1	437	49.2
Regional programs	99	28.0	59	50.9	21	40.4	50	52.1	20	8.4	17	51.5	266	30.0
State programs	49	13.8	23	19.8	12	23.1	29	30.2	78	32.9	7	21.2	198	22.3
National programs	11	3.1	28	24.1	10	19.2	6	6.3	0	.0	8	24.2	63	7.1
Professional organs.	43	12.1	45	38.8	21	40.4	22	22.9	13	5.5	24	72.7	168	18.9
University courses	32	9.0	24	20.7	12	23.1	10	10.4	1	.4	11	33.3	90	10.1
Professional conference	31	8.8	31	26.7	17	32.7	22	22.9	15	6.3	16	48.5	132	14.09
Preservation topics taught	(N = 279)		(N = 63)		(N = 32)		(N = 57)		(N = 73)		(N = 28)		(N = 532)	
Environmental controls	70	25.1	42	66.7	22	68.8	40	70.2	43	58.9	20	71.4	237	44.5
Basic repairs	100	35.8	51	81.0	18	56.3	25	43.9	33	45.2	21	75.0	248	46.6
Storage	87	31.2	47	74.6	23	71.9	51	89.5	72	98.6	24	85.7	304	57.1
Proper shelving	86	30.1	46	73.0	19	59.4	33	57.9	48	65.8	18	64.3	250	47.0
Care and handling	103	36.9	56	88.9	28	87.5	58	100.0	51	69.9	27	96.4	328	61.7
Security	39	14.0	32	50.8	17	53.1	24	42.1	37	50.7	16	57.1	165	31.0
Disaster preparedness	52	18.6	54	85.7	26	81.3	22	38.6	52	71.2	19	67.9	225	42.3
Protective enclosures	46	16.5	36	57.1	20	62.5	33	57.9	35	47.9	18	67.9	188	35.3
Library binding	41	14.7	42	66.7	11	34.4	13	22.9	11	15.1	7	25.0	125	23.5
Care of photographs	39	14.0	30	47.6	25	78.1	47	82.5	12	16.4	23	82.1	176	33.1
Nature of photographs	25	9.0	19	30.2	17	53.1	28	49.1	6	8.2	12	42.9	107	20.1
Conservation of photos.	26	9.3	25	39.7	13	40.6	30	52.6	10	13.7	12	42.9	116	21.8
Preserv. microfilming	25	9.0	29	46.0	14	43.8	13	22.9	46	63.0	13	46.4	140	26.3
Preservation management	27	9.7	25	39.7	17	53.1	18	31.6	36	49.3	12	42.9	135	25.4
Conservation treatment	28	10.0	28	44.4	16	50.0	23	40.4	26	35.6	13	46.4	134	25.2
Advanced hands-on	8	2.9	18	28.6	7	21.9	4	70.0	5	6.8	6	21.4	48	9.0
Deacidification	38	13.6	21	33.3	10	31.3	19	33.3	20	27.4	13	46.4	121	22.7
Pest control	31	11.1	16	25.4	10	31.3	12	21.1	2	2.7	10	35.7	81	15.2
Familiar with NEDCC?	(N = 367)		(N = 123)		(N = 53)		(N = 102)		(N = 257)		(N = 32)		(N = 934)	
No	136	37.1	16	13.0	8	15.1	20	19.6	159	61.9	3	9.4	342	36.6
Yes	231	62.9	107	87.0	45	84.9	82	80.4	98	38.1	29	90.6	592	63.4
Contracted work with NEDCC?	(N = 235)		(N = 106)		(N = 42)		(N = 58)		(N = 111)		(N = 29)		(N = 581)	
No	152	64.7	62	58.5	14	33.3	19	32.8	81	73.0	12	41.4	340	58.5
Yes	83	35.3	44	41.5	28	66.7	39	67.2	30	27.0	17	58.6	241	41.5

TABLE 4 (CONT.)
PRESERVATION ISSUES
Questions Q26b, Q27, Q27a, Q28, Q28a

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Services used	(N = 82)		(N = 147		(N = 28)		(N = 43)		(N = 31)		(N = 17)		(N = 248)	
Preservation microfilming	29	35.4	10	21.3	10	35.7	10	23.3	6	19.4	2	11.8	67	27.0
Book conservation	31	37.8	16	34.0	13	46.4	13	30.2	21	67.7	4	23.5	98	39.5
Surveys	38	46.3	77	57.4	17	60.7	22	51.2	3	9.7	5	29.4	162	65.3
Paper conservation	42	51.2	11	23.4	13	46.4	30	69.8	7	22.6	8	47.1	111	44.8
Photograph conservation	17	20.7	11	23.4	8	28.6	14	32.6	0	.0	4	23.5	54	21.8
Photographic copying	4	4.9	3	6.4	1	3.6	4	9.3	1	3.2	3	17.6	16	6.5
Workshops	17	20.7	13	27.7	13	46.4	14	32.6	4	12.9	4	23.5	65	26.2
Disaster assistance	10	12.2	12	25.5	5	17.9	4	9.3	0	.0	2	11.8	33	13.3
Photocopy machines available to patrons?	(N = 368)		(N = 123)		(N = 53)		(N = 101)		(N = 256)		(N = 32)		(N = 933)	
No	52	14.1	4	3.3	12	22.6	38	37.6	73	28.5	8	25.0	187	20.0
Yes	316	85.9	119	96.7	41	77.4	63	62.4	183	71.5	24	75.0	746	80.0
Policy regarding use of photocopy machines	(N = 318)		(N = 122)		(N = 48)		(N = 71)		(N = 216)		(N = 27)		(N = 802)	
No restrictions	192	60.4	68	55.7	8	16.7	9	12.7	40	18.5	3	11.1	320	39.9
Certain items not photo.	56	17.6	43	35.2	24	50.0	31	43.7	40	18.5	8	29.6	202	25.2
Certain items by patrons	27	8.5	21	17.2	12	25.0	10	14.1	10	4.6	3	11.1	83	10.3
Certain items by staff only	57	17.9	35	28.7	18	37.5	31	43.7	51	23.6	8	29.6	200	24.9
All items by staff	45	14.2	9	7.4	19	39.6	30	42.3	131	60.6	17	63.0	251	31.3
Is the staff trained to shelve properly?	(N = 356)		(N = 120)		(N = 51)		(N = 97)		(N = 240)		(N = 33)		(N = 897)	
No	154	43.3	52	43.3	18	35.3	59	60.8	179	74.6	14	42.4	476	53.1
Yes	202	56.7	68	56.7	33	64.7	38	39.2	61	25.4	19	57.6	421	46.9
How is staff trained to shelve materials?	(N = 185)		(N = 62)		(N = 29)		(N = 32)		(N = 38)		(N = 18)		(N = 364)	
Tilt volume by headcap	28	15.1	6	9.7	3	10.3	1	3.1	6	15.8	0	.0	44	12.1
Push volumes on either side	119	64.3	50	80.6	23	79.3	29	90.6	29	76.3	13	72.2	263	72.3
Tilt with pressure on textblock	24	13.0	18	29.0	6	20.7	2	6.3	3	7.9	5	27.8	77	21.2
Bookends readjusted	138	74.6	46	62.1	18	62.1	17	53.1	11	28.9	15	83.3	245	67.3

TABLE 4 (CONT.)
PRESERVATION ISSUES
Questions Q29, Q30, Q31, Q32, Q32a

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Shelving of oversized volumes	(N = 350)		(N = 118)		(N = 44)		(N = 89)		(N = 214)		(N = 28)		(N = 843)	
Spine up	138	39.4	34	28.8	6	13.6	11	12.4	61	28.5	1	3.6	251	29.8
Spine down	64	18.3	20	16.9	10	22.7	10	11.2	30	14.0	5	17.9	139	16.5
Upright, separate shelves	209	59.7	75	63.6	23	52.3	31	34.8	104	48.6	13	46.4	455	54.0
Flat on separate shelves	155	44.3	76	64.4	34	77.3	71	79.8	121	56.5	21	75.0	478	56.7
Paper mended how	(N = 341)		(N = 111)		(N = 47)		(N = 101)		(N = 233)		(N = 31)		(N = 864)	
None done	44	12.9	17	15.3	20	42.6	66	65.3	183	78.5	19	61.3	349	40.4
"Archival" tape	130	38.1	58	52.3	17	36.2	25	24.8	10	4.3	9	29.0	249	28.8
Scotch tape	179	52.5	26	23.4	3	6.4	7	6.9	57	24.5	4	12.9	276	31.9
Elmer's glue	134	39.3	14	12.6	1	2.1	3	3.0	6	2.6	1	3.2	159	18.4
Library paste	118	34.6	22	19.8	5	10.6	4	4.0	5	2.1	0	.0	154	17.8
Japanese tissue and starch paste	14	4.1	28	25.2	11	23.4	10	9.9	0	.0	4	12.9	67	7.8
Heat set tissue	4	1.2	8	7.2	1	2.1	1	1.0	0	.0	2	6.5	16	1.9
Books mended how	(N = 341)		(N = 111)		(N = 48)		(N = 92)		(N = 217)		(N = 30)		(N = 839)	
Not applicable	27	7.9	8	7.2	2	4.2	8	8.7	31	14.3	11	36.7	87	10.4
None done	47	13.8	24	21.6	26	54.2	62	67.4	159	73.3	16	53.3	334	39.8
Cloth tape	192	56.3	46	41.4	7	14.6	16	17.4	12	5.5	0	.0	273	32.5
"Archival" tape	66	19.4	22	19.8	6	12.5	13	14.1	2	.9	3	10.0	112	13.3
Scotch tape	89	26.1	9	8.1	2	4.2	3	3.3	18	8.3	2	6.7	123	14.7
Bookcloth and PVA	50	14.7	29	26.1	9	18.8	1	1.1	1	.5	0	.0	90	10.7
In-house recasing	21	6.2	21	18.9	10	20.8	3	3.3	0	.0	2	6.7	57	6.8
Oversized prints, etc. housed how?	(N = 206)		(N = 77)		(N = 40)		(N = 90)		(N = 212)		(N = 27)		(N = 652)	
Around or in a tube	103	50.0	26	33.8	8	20.0	37	41.1	154	72.6	11	40.7	339	52.0
Rolled in acidic kraft	5	2.4	3	3.9	1	2.5	5	5.6	4	1.9	1	3.7	19	2.9
Rolled in alkaline kraft	6	2.9	2	2.6	3	7.5	4	4.4	3	1.4	2	7.4	20	3.1
Flat in metal map cases	108	52.4	53	68.8	32	80.0	61	67.8	109	51.4	19	70.4	382	58.6
Large "archival" boxes	37	18.0	27	35.1	19	47.5	39	43.3	12	5.7	16	59.3	150	23.0
Oversized prints, etc. housed where?	(N = 174)		(N = 71)		(N = 34)		(N = 43)		(N = 135)		(N = 24)		(N = 481)	
General stacks	61	35.1	30	42.3	8	23.5	30	69.8	91	67.4	2	8.3	222	46.2
Special collections	106	60.9	45	63.4	21	61.8	27	62.8	22	16.3	9	37.5	230	47.8
Closed stacks	50	28.7	27	38.0	14	41.2	25	58.1	30	22.2	14	58.3	160	33.3

TABLE 4 (CONT.)
PRESERVATION ISSUES
Questions Q33, Q33a, Q33b, Q33c, Q33d

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Are microfilms housed in the facility?	(N = 365)		(N = 123)		(N = 53)		(N = 101)		(N = 257)		(N = 30)		(N = 929)	
No	168	46.0	10	8.1	20	37.7	72	71.3	142	55.3	9	30.0	421	45.3
Yes	197	54.0	113	91.9	33	62.3	29	28.7	115	44.7	21	70.0	508	54.7
Types of microforms	(N = 197)		(N = 113)		(N = 33)		(N = 29)		(N = 114)		(N = 21)		(N = 507)	
Microfilm	172	87.3	107	94.7	29	87.9	27	93.1	79	69.3	13	61.9	427	84.2
Preservation microfilm	34	17.3	31	27.4	10	30.3	4	13.8	19	16.7	9	42.9	107	21.1
Microfiche	133	67.5	106	93.8	27	81.8	8	27.6	53	46.5	8	38.1	335	66.1
Microcards	4	2.0	36	31.9	5	15.2	2	15.2	7	6.1	3	14.3	57	11.2
Where are the master negatives stored?	(N = 167)		(N = 108)		(N = 27)		(N = 30)		(N = 97)		(N = 18)		(N = 447)	
Off-site in vault	56	33.5	25	23.1	10	37.0	16	53.3	56	57.7	7	38.9	170	38.0
General stacks	6	3.6	0	.0	0	.0	0	.0	2	2.1	0	.0	8	1.8
Microform reading room	7	4.2	3	2.8	0	.0	0	.0	2	2.1	0	.0	12	2.7
Special collections	12	7.2	16	14.8	10	37.0	7	23.3	18	18.6	5	27.8	68	15.2
Closed stacks	4	2.4	7	6.5	5	18.5	3	10.0	3	3.1	3	16.7	25	5.6
Don't have any	81	48.5	66	61.1	6	22.2	6	20.0	8	8.2	3	16.7	170	38.0
Don't know	15	9.0	8	7.4	0	.0	4	13.3	15	15.5	1	5.6	39	8.7
Where are the use copies stored?	(N = 134)		(N = 101)		(N = 28)		(N = 29)		(N = 56)		(N = 16)		(N = 364)	
General stacks	34	25.4	30	29.7	7	25.0	4	13.8	8	14.3	1	6.3	84	23.1
Microform reading room	58	43.3	61	60.4	12	42.9	4	13.8	4	7.1	3	18.8	142	39.0
Special collections	38	21.8	22	21.8	9	32.1	16	55.2	41	73.2	9	56.3	135	37.1
Closed stacks	30	11.8	12	11.9	6	21.4	6	20.7	4	7.1	4	25.0	62	17.0
How are microfilms housed?	(N = 168)		(N = 110)		(N = 31)		(N = 26)		(N = 72)		(N = 18)		(N = 425)	
Plastic reels	151	89.9	105	95.5	30	96.8	21	80.8	53	73.6	17	94.4	377	88.7
Metal reels	37	22.0	26	23.6	8	25.8	3	11.5	8	11.1	3	16.7	85	20.0
Rubber bands	55	32.7	52	47.3	8	25.8	1	3.8	6	8.3	4	22.2	126	29.6
Alkaline ties	16	9.5	37	33.6	13	41.9	7	26.9	2	2.8	9	50.0	84	19.8
Acidic boxes	67	39.9	45	40.9	8	25.8	5	19.2	19	26.4	8	44.4	152	35.8
Alkaline boxes	45	26.8	49	44.5	19	61.3	15	57.7	15	20.8	12	66.7	155	36.5

TABLE 5
LIBRARY BINDING (NON-RARE BOOKS)
Question Q34, Q35, Q36

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Binder a member of the Library Binding Institute?	(N = 347)		(N = 119)		(N = 43)		(N = 85)		(N = 164)		(N = 23)		(N = 781)	
No	25	7.2	8	6.7	1	2.3	15	17.6	17	10.4	10	43.5	109	14.0
No binding done	114	32.9	11	9.2	17	39.5	43	50.6	33	20.1	10	43.5	228	29.2
Yes	70	20.2	75	63.0	14	32.6	5	5.8	2	1.2	4	17.4	290	37.1
Don't know	135	39.0	25	21.0	11	25.6	22	25.9	112	68.3	4	17.4	309	39.6
Adheres to LBI stds?	(N = 209)		(N = 103)		(N = 24)		(N = 32)		(N = 109)		(N = 8)		(N = 488)	
No	8	3.8	2	1.9	1	4.2	2	6.3	5	4.6	0	.0	13	2.7
Yes	49	23.4	68	66.0	14	58.3	3	9.4	1	.9	4	50.0	139	28.5
Don't know	152	72.7	33	32.0	9	37.5	27	84.4	103	94.5	4	50.0	328	67.2
Binding decision makers	(N = 205)		(N = 100)		(N = 22)		(N = 19)		(N = 46)		(N = 5)		(N = 488)	
Librarian	112	54.6	62	62.0	17	77.3	8	42.1	11	23.9	3	60.0	213	53.7
Binding prep. staff	29	14.1	41	41.0	7	31.8	1	5.3	6	13.0	2	40.0	86	21.7
Bindery and library staff	48	23.4	26	26.0	5	22.7	6	31.6	2	4.3	1	20.0	88	22.2
Bindery staff	58	28.3	17	17.0	1	4.5	9	47.4	29	63.0	1	20.0	115	29.0

TABLE 6
SPECIAL COLLECTIONS / LOCAL HISTORY COLLECTIONS / ARCHIVES
Questions Q39

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Facility houses special collections?	(N = 357)		(N = 118)		(N = 51)		(N = 102)		(N = 211)		(N = 32)		(N = 871)	
No	108	30.3	29	24.6	3	5.9	16	15.7	72	34.1	3	9.4	231	26.5
Yes	249	69.7	89	75.4	48	94.1	86	84.3	139	65.9	29	90.6	640	73.5

TABLE 6 (CONT.)
SPECIAL COLLECTIONS / LOCAL HISTORY COLLECTIONS / ARCHIVES
Questions Q39a, Q39b. Q39c, Q40, Q41

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Materials in special collections	(N = 250)		(N = 89)		(N = 48)		(N = 89)		(N = 140)		(N = 29)		(N = 645)	
Rare books	111	44.4	73	82.0	38	79.2	64	71.9	29	20.7	15	51.7	330	51.2
Manuscripts	81	32.4	68	76.4	40	83.3	74	83.1	18	12.9	24	82.8	305	47.3
Local records	136	54.4	13	14.6	15	31.3	57	64.0	129	92.1	7	24.1	357	55.3
Local history	243	97.2	39	43.8	26	54.2	82	92.1	92	65.7	11	37.9	493	76.4
Maps	155	62.0	38	42.7	29	60.4	81	91.0	77	55.0	15	51.7	395	61.2
Photographs	155	62.2	71	79.8	39	81.3	86	96.6	24	17.1	25	86.2	400	62.0
Art works	63	25.2	44	49.4	26	54.2	55	61.8	5	3.6	13	44.8	206	31.9
Microforms	90	36.0	50	56.2	21	43.8	23	25.8	24	17.1	17	58.6	225	34.9
Audio-visual materials	65	26.0	53	59.6	23	47.9	32	36.0	3	2.1	20	69.0	196	30.4
Where are these collections housed?	(N = 197)		(N = 82)		(N = 40)		(N = 65)		(N = 133)		(N = 26)		(N = 543)	
Special collections	140	71.1	72	87.8	26	65.0	45	69.2	29	21.8	17	65.4	329	60.6
Vault	30	15.2	12	42.5	17	42.5	25	38.5	120	90.2	8	30.8	212	39.0
Closed stacks	84	42.6	36	55.0	22	55.0	32	49.2	4	3.0	12	46.2	190	35.0
Where are these rooms located?	(N = 250)		(N = 91)		(N = 49)		(N = 88)		(N = 140)		(N = 28)		(N = 646)	
Basement	66	26.4	31	34.1	18	36.7	32	36.4	69	49.3	12	42.9	228	35.3
Attic	17	6.8	3	3.3	1	2.0	12	13.6	6	4.3	2	7.1	41	6.3
Upper floor	76	30.4	44	48.4	24	49.0	44	50.0	20	14.3	9	32.1	217	33.6
Main floor	150	60.0	32	35.2	18	36.7	43	48.9	104	74.3	9	32.1	356	55.1
Main building	68	27.2	45	49.5	21	42.9	32	36.4	47	33.6	8	28.6	221	34.2
Separate facility	1	.4	15	16.5	13	26.5	11	12.5	6	4.3	1	3.6	47	7.3
Staff access to special collections materials	(N = 202)		(N = 65)		(N = 38)		(N = 69)		(N = 119)		(N = 18)		(N = 511)	
Open without a key	146	72.3	21	32.3	17	44.7	34	49.3	47	39.5	8	44.4	305	59.7
Staff key	32	15.8	19	29.2	7	18.4	12	17.4	15	12.6	5	27.8	90	17.6
Senior staff only	16	7.9	28	43.1	18	47.4	25	36.2	60	50.4	7	25.0	154	30.1
Patron access to spec. collections materials	(N = 217)		(N = 87)		(N = 44)		(N = 83)		(N = 153)		(N = 28)		(N = 612)	
Open browsing	60	27.6	5	5.7	0	.0	10	12.0	5	3.3	0	.0	80	13.1
Materials retrieved and use supervised by staff	140	64.5	73	83.9	41	93.2	72	86.7	122	79.7	24	85.7	472	77.1
All materials at same time	56	25.8	23	26.4	5	11.4	15	18.1	25	16.3	4	14.3	128	20.9
Materials one at a time	33	15.2	26	29.9	20	45.5	29	34.9	44	28.8	11	39.3	163	26.6

TABLE 6 (CONT.)
SPECIAL COLLECTIONS / LOCAL HISTORY COLLECTIONS / ARCHIVES
Questions Q42, Q43, Q44

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Personal materials allowed in RR	(N = 233)		(N = 85)		(N = 42)		(N = 77)		(N = 115)		(N = 23)		(N = 575)	
No restrictions	196	84.1	48	56.5	17	40.5	46	59.7	70	60.9	5	21.7	382	66.4
Paper and pencil only	16	6.9	27	31.8	21	50.0	23	29.9	20	17.4	13	56.7	120	20.9
Paper, pens, coats, etc.	24	10.3	12	14.1	4	9.5	12	15.6	6	5.2	5	21.7	63	11.0
No materials	0	.0	4	4.7	0	.0	0	.0	19	16.5	0	.0	23	4.0
Where are mss./archival materials housed?	(N = 183)		(N = 82)		(N = 46)		(N = 88)		(N = 107)		(N = 26)		(N = 532)	
In file cabinets	121	66.1	48	58.5	27	58.7	66	75.0	76	71.0	12	46.2	350	65.8
Corrugated boxes	32	17.4	22	26.8	9	19.6	12	13.6	49	45.8	8	30.8	132	24.8
Alkaline boxes	71	38.8	67	81.7	33	71.7	57	64.8	19	17.8	23	88.5	270	50.8
Manila folders	71	38.8	29	35.4	10	21.7	26	29.5	43	40.2	10	38.5	189	35.5
Alkaline folders	63	34.4	63	76.8	31	67.4	54	61.4	9	8.4	21	80.8	241	45.3
Scrapbooks	79	43.2	42	51.2	24	52.2	48	54.5	9	8.4	13	50.0	215	40.4
Routine processing tasks performed	(N = 201)		(N = 85)		(N = 47)		(N = 84)		(N = 113)		(N = 25)		(N = 555)	
Nothing	113	56.2	16	18.8	5	10.6	10	11.9	75	66.4	1	4.0	220	39.6
Remove staples	67	33.3	52	61.2	35	74.5	63	75.0	34	30.1	21	84.0	212	38.2
Unfold	56	27.9	44	51.8	34	72.3	55	65.5	22	19.5	20	80.0	231	41.6
Placed in alkaline folders	62	30.9	60	70.6	33	70.2	62	73.8	13	11.5	24	96.0	254	45.8
Remove photos	38	18.9	53	62.4	33	70.2	59	70.2	3	2.7	21	84.0	221	39.8
Remove newsprint, etc.	49	24.4	53	62.4	30	63.2	51	60.7	6	5.3	19	76.0	208	37.5
Humidify and flatten	7	3.5	13	15.3	8	17.0	10	11.9	2	1.8	5	20.0	45	8.1

TABLE 7
DISASTER PREPAREDNESS
Question Q45

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Disaster plan prepared?	(N = 362)		(N = 116)		(N = 50)		(N = 101)		(N = 235)		(N = 32)		(N = 896)	
No	335	92.5	73	62.9	29	58.0	86	85.0	222	94.5	20	63.0	765	85.4
Yes	13	3.6	19	16.4	12	24.0	3	3.0	6	2.6	9	28.1	62	6.9
In preparation	14	3.9	24	20.7	9	18.0	12	11.9	7	3.0	3	9.4	69	7.7

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TABLE 7 (CONT.)
DISASTER PREPAREDNESS
Question Q45a

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Disaster plan components	(N = 32)		(N = 46)		(N = 22)		(N = 18)		(N = 13)		(N = 12)		(N = 143)	
Response outline	26	81.3	38	82.6	21	95.5	13	72.2	8	61.5	10	83.3	116	81.1
Supplies stored off-site	12	37.5	29	63.0	8	36.4	4	22.2	6	46.2	2	16.7	61	42.7
Emergency supplies list	24	75.0	42	91.3	19	86.4	12	66.7	7	53.8	8	66.7	112	78.3
Description of emergency procedures	27	84.4	43	93.5	22	100.0	15	83.3	9	69.2	11	91.7	127	88.8
Recovery priorities	25	78.1	29	63.0	18	81.8	13	72.2	8	61.5	8	66.7	101	70.6
List of staff volunteers	15	46.9	27	58.7	14	63.3	10	55.6	5	38.5	6	50.0	77	53.8
Community resources	23	71.9	38	82.6	15	68.2	10	55.6	6	46.2	7	58.3	89	62.2
Conservation experts	23	71.9	37	80.4	16	72.7	10	55.6	7	53.8	8	66.7	101	70.6

TABLE 8
INSTITUTIONAL DATA
Question Q48, Q49

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Size of book collection	(N = 364)		(N = 121)		(N = 53)		(N = 101)		(N = 209)		(N = 32)		(N = 878)	
1,000,000+	5	1.4	9	7.4	3	5.7	0	.0	1	.5	0	.0	18	2.1
500,000-999,999	2	.5	11	9.1	2	3.8	0	.0	0	.0	0	.0	15	1.7
250,000-499,000	8	2.2	12	9.9	1	1.9	1	1.0	0	.0	0	.0	22	2.5
100,000-249,000	38	10.4	33	27.3	7	13.2	0	.0	2	1.0	0	.0	80	9.1
50,000-99,000	76	20.9	30	24.9	5	9.4	1	1.0	0	.0	0	.0	112	12.8
10,000-49.000	182	50.0	19	15.7	12	22.6	5	5.0	4	1.9	3	10.0	225	25.6
Under 10,000	53	14.6	7	5.8	22	41.5	93	93.0	175	83.7	20	66.7	370	42.1
No books	0	.0	0	.0	1	1.9	1	1.0	27	12.9	7	23.3	36	4.1
Size of archives collection	(N = 346)		(N = 109)		(N = 50)		(N = 98)		(N = 174)		(N = 31)		(N = 808)	
More than 10,000 feet	1	.3	8	7.3	2	4.0	0	.0	4	2.3	2	6.5	17	2.1
5,000-9,999 feet	0	.0	6	5.5	6	12.0	0	.0	2	1.1	2	6.5	16	2.0
2,500-4,999 feet	3	.9	8	7.3	2	4.0	2	2.0	2	1.1	6	19.4	23	2.8
1,000-2,499 feet	8	2.3	9	8.3	5	10.0	5	5.0	6	3.4	8	25.8	41	5.1
500-1,000 feet	8	2.3	5	4.6	8	16.0	5	5.0	13	7.5	3	9.7	42	5.2
100-499 feet	24	6.9	27	24.8	10	20.0	20	20.0	22	12.6	5	16.1	108	13.4
50-99 feet	30	8.7	5	4.6	5	10.0	13	13.0	25	14.4	3	9.7	81	10.0
1-49 feet	122	35.3	15	13.8	9	18.0	45	45.0	46	26.4	1	3.2	238	29.5
No archives collection	150	43.4	26	23.9	3	6.0	8	8.0	54	31.0	1	3.2	242	30.0

TABLE 8 (CONT.)
INSTITUTIONAL DATA
Question Q51

	Public		Academic		Special		Historical		Town Clerk		Manuscript		All	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Preservation money allocated?	(N = 346)		(N = 116)		(N = 50)		(N = 93)		(N = 217)		(N = 32)		(N = 853)	
No	271	78.3	46	39.7	18	36.0	31	33.3	162	74.7	11	35.5	539	63.2
Yes	75	21.7	70	60.3	32	64.0	62	66.7	55	25.3	20	64.5	314	36.8